

Administrative Assistant 4



ABOUT WSIB:

The Washington State Investment Board invests and manages entrusted funds in a manner consistent with statute, regulations, Board policies, and the highest standard of professional conduct for the exclusive benefit of the fund beneficiaries.

Why work at WSIB?

We are a small state agency, employing 80 people in the areas of investments, information services, accounting and finance, and office/clerical support. We also employ management and supervisory professionals. Our environment is dynamic, professional, and technologically savvy.

Although the main office of WSIB is located in Olympia, the Real Estate Team operates out of an office in Seattle. The Puget Sound region offers a quality of life enhanced by natural beauty and a mild year-round climate that promotes outdoor activities such as skiing, sailing, fishing, hiking, kayaking, and mountain climbing. Seattle provides a variety of cultural and culinary experiences, and within a two-hour drive are the Pacific Ocean and the Cascade and Olympic Mountains.

POSITION: Administrative Assistant 4
SALARY: \$36,756- \$48,168 DOQ
LOCATION: Seattle, Washington
OPENS: September 24, 2014
CLOSES: Open until position is filled

The Washington State Investment Board (WSIB) is seeking candidates to fill the real estate unit's Administrative Assistant 4 position. In addition to customary administrative duties, this position serves as the manager of various investment databases and administrator of three internally-managed investment funds.

The ideal candidate for this position will possess considerable experience in high-level administrative matters. Skills should include advanced abilities in Microsoft Office and experience with data base management. The successful candidate will be most comfortable having previously earned a bachelor's degree in business.

ESSENTIAL ACTIVITIES:

- ❖ Administration and oversight of collection and management of all periodic partnership reports, financial statements, and other required documents.
- ❖ Administration of internally-managed investment programs, including an Emerging Markets Fund of Funds and a co-investment program.
- ❖ Oversight and management of the real estate portfolio debt database.
- ❖ Oversight of capital contributions, returns of capital, and reporting for internally-managed investment funds, including fund of funds.
- ❖ Administration and oversight of collection and management of all periodic partnership reports, financial statements, and other required documents.
- ❖ Perform and oversee team scheduling, including tracking meetings.
- ❖ Coordinate all matters related to the data collection system for the WSIB data warehouse; create custom reports within the system (Cougar Software—no experience with this specific software expected).
- ❖ Gather and organize extensive data in support of the Real Estate program.
- ❖ Undertake economic and other research in support of the Real Estate team.
- ❖ Coordinate travel for the real estate team with investment partners.
- ❖ Maintain investment files, various reports, minutes of meetings, and perform other duties as assigned. In general, keep the team organized and functioning smoothly.

DESIRED QUALIFICATIONS:

- ❖ Bachelor's degree in business or related field and at least two years of administrative professional experience. (Additional qualifying experience may substitute on a two-years to one-year ratio for the education)

WSIB OFFERS:

- ❖ Opportunities for training, growth and advancement;
- ❖ Tuition reimbursement;
- ❖ A comprehensive benefits package; including health, dental, life and long-term disability insurance; vacation, sick, military and civil leave; 11 paid holidays per year;
- ❖ Membership in the Public Employees' Retirement System; and
- ❖ Opportunities to participate in the Deferred Compensation and Dependent Care Assistance Programs.

The Washington State Investment Board is an equal opportunity employer. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, and disabled and Vietnam era veterans are encouraged to apply. Persons of disability needing assistance in the application process, or those needing this announcement in an alternative format, please contact Tamara Wood, Human Resources Director at (360) 956-4615 or via email to twood@sib.wa.gov.

SPECIAL NOTE:

A criminal history records check to include fingerprinting and credit check is required for all finalists. Background investigations are part of the pre-employment selection process and are not a commitment to employment.

- ❖ Superior command of written communications to provide advanced proofreading services to the unit.
- ❖ Advanced PowerPoint skills to assist in the creation of presentation documents, including Board and Annual Plan reports (will be tested).
- ❖ Proficiency in Microsoft Office products to include Word, Excel, and Outlook (will be tested).
- ❖ Ability to conduct oneself in a highly professional manner, as having interactions with senior-level executives from investment partners from around the world is an integral part of the position.
- ❖ Ability to work effectively with a diverse group of people, including those from other countries/cultures.
- ❖ Ability to work in a team environment and support the positive culture of the team and the agency.

EXPECTED COMPETENCIES:

- ❖ Integrity: Is honest and ethical.
- ❖ Accountability: Accept personal responsibility for the quality and timeliness of work.
- ❖ Adaptability and Flexibility: Adapt easily to changing business needs, conditions and work responsibilities.
- ❖ Communications Effectiveness: Convey clear, timely, persuasive messages for positive influence.
- ❖ Coordinating and Organizing: Effectively coordinate services and schedules to ensure smooth and efficient operation of work.
- ❖ Inclusiveness: Actively contribute to a work environment that embraces diversity and uses diverse perspectives to enhance the attainment of organizational goals.
- ❖ Research: Effectively identify, collect, organize, and document data and information in ways that make the information most useful for subsequent assessment, analysis, and investigation.
- ❖ Results Orientation and Initiative: Focus on results and desired outcomes and how best to achieve them. Identify what needs to be done and proactively take appropriate action.
- ❖ Tact and Diplomacy: Respond to difficult, stressful, or a sensitive interpersonal situation in ways that reduce or minimize potential conflict and maintain good working relationships among internal and external individuals.

TO BE CONSIDERED FOR THIS POSITION, PLEASE SUBMIT:

- ❖ A cover letter specifying why the position is of interest to you, and how you meet each of the desirable qualifications and expected competencies listed above. This letter should be no more than two pages.
- ❖ A current chronological resume.
- ❖ A fully completed and signed State of Washington employment application.
- ❖ A list of at least three (and preferably more) professional references (strong preference for immediate supervisors).

You may submit materials by email or postal service to: Washington State Investment Board, Attention Human Resources, 2100 Evergreen Park Drive SW, PO Box 40916, Olympia, WA 98504-0916. Please send emails to hr@sib.wa.gov.

Candidate evaluation will be ongoing and WSIB may make a hiring decision at any time. It will be to the candidate's advantage to submit materials as soon as possible. This recruitment will close when the position is filled.